



The  
**Association of  
 Reform Jewish Educators**  
 Since 1955

633 Third Avenue | New York, NY 10017-6778

**EDUCATOR SEARCH APPLICATION**

**RETURN ORIGINAL TO:**  
**(Preferably by E-mail)**  
 Rabbi Stan Schickler, RJE  
 Association of Reform Jewish Educators  
 633 Third Avenue  
 New York, NY 10017-6778  
 212-452-6510     [sschickler@reformeducators.org](mailto:sschickler@reformeducators.org)

<b>CONGREGATION/INSTITUTION</b>	Temple Beth Shalom	<b>DATE OF APPLICATION</b>	4/26/18
<b>STREET ADDRESS</b>	7300 Hart Lane		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Austin, TX 78731		
<b>TELEPHONE NUMBER</b>	512-735-8900	<b>FAX</b>	
<b>E-MAIL</b>	admin@bethshalomaustin.org	<b>WEBSITE</b>	www.bethshalomaustinaustin.org
<b>URJ DISTRICT</b>	Southern	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2018
<b>POSITION TITLE</b>	Youth Engagement Coordinator	<b>FULL or PART-TIME</b>	Full Time

- Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel  
 When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, all of whom would be supervised by the DoLJL or DoLL
  
- Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)  
 When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.
  
- Religious School Director (RSD)**—Primary responsibility is direction of the religious school
  - Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director
  
- Youth Engagement Coordinator**—Primary responsibility is coordinating all informal youth programs K-12
- School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

**PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION**

Temple Beth Shalom, Austin, Texas

Youth Engagement Coordinator, Full time, 40 hours per week

FLSA status- Exempt

Reports to Director of Youth Education and Programming

Temple Beth Shalom is a reform congregation in Austin, Texas that prides itself on its well-deserved reputation for being a warm, welcoming and inclusive community. Our mission, “...to promote worship, lifelong education, personal growth, and nurturing and support for lifecycle events in a collaborative setting”, is not only the driver for what we do but how we do it. By having a collaborative mindset, we regularly create diverse and multiple opportunities for our clergy, staff, congregants and community.

Lifelong education is a focus of our community. The growth in our formal and informal education programming, has been exciting and has allowed us to creatively offer different types of religious learning experiences to our congregation. We are constantly working to meet the needs of our learners of every age and are looking for someone to join our team of innovative educators.

Our youth groups are primed for growth, and so is this position. We are looking for a creative educational leader with great enthusiasm who is excited about developing and implementing innovative programming for youth. We prize initiative, imagination, and the courage to experiment. We require great excitement about working with children and teens, and a passionate love of Jewish learning and living.

**Purpose**

**To determine, develop, implement and, manage innovative informal programming for our temple youth.**

**Essential Functions**

- Recruit and develop relationships with both regular youth group participants and those who are currently unaffiliated.
- Determine, develop and implement informal programming for K-12<sup>th</sup> grade.
- Maintain and monitor Youth budget.
- Hire, train and supervise *madrichim* to work in our education programs.
- Design and implement a tool to gather data about the future direction of the Youth program.
- Assist with the direction and implementation of our Hebrew High School program, Beit Tichon.
- Build and maintain a Youth Committee
- Plan and implement Family Fun Day (Camp fair).
- Teach in our middle and high school classes
- Attend NFTY events and hire and coordinate additional chaperones as needed.
- Plan and chaperone special trips, such as Confirmation, with Director of Youth Education and Programming and/or Rabbi.
- Determine strategies to increase retention of post-b’nai mitzvah students.

- Communicate regularly with students and parents through email, text, social media, etc.
- Participate in staff, education team, Religious School committee and Middle School task force meetings.
- Serve as point person for at least one congregational-wide event.
- Other duties as assigned.

#### Qualifications:

- Bachelor's degree required
- Experience in Jewish education, camping, Hillel or synagogue setting
- Demonstrated, successful ability to organize and lead engaging, multi-faceted youth programs
- Proficient in building relationships with youth and teens
- Strong communication skills, both oral and written
- Excellent project management, program planning, and execution skills
- Able to supervise part-time programming staff
- Comfortable working both independently and collaboratively to achieve goals
- Knowledge of or ability to learn how to utilize approved social media, create e-blasts and other modes of communications

#### What We Offer

- Health Insurance
- Flexible Spending Account program
- Paid time off including 8 national holidays, 8 Jewish holidays, and additional sick/personal leave
- Complimentary Temple Beth Shalom membership

Anticipated start date of July 1, 2018.

## DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL	AVERAGE # OF ANNUAL B'NAI MITZVAH
THIS YEAR	625	223	378	50
FIVE YEARS AGO	400	100	200	35
FUTURE DEMOGRAPHIC PROJECTIONS ARE <b>Trending upward</b>				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	25	27	48	47	54	50	54	35	12	14	3	4	5
OTHER (specify): Torah Tots Program, once a month, approximately 25 families													

DAY CARE	PARENTS' DAY OUT	Yes	EARLY CHILDHOOD
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	11
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	Yes		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) <b>Greene Family Camp</b>					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday: 9:00-11:30; 11:00-1:30	Mon: Offsite, times and locations vary; Wednesday: 4:30-5:30 and 5:30-6:30; Thursday: 4:30-5:30 and 5:30-6:30	Every other Sunday 11:30-12:30	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Various times: Shabbat/Havdalah, Sundays	We do three Parents' Night Out events
CAMP(CONGREGATION ONLY)			
OTHER (specify) We have 3 youth groups: Club 45 (4 <sup>th</sup> & 5 <sup>th</sup> Grade), TABSY Jr. (6 <sup>th</sup> & 7 <sup>th</sup> Grade) and TABSY (8 <sup>th</sup> -12 <sup>th</sup> Grade). Each youth group has 3-5 events a year			

## III. PROFESSIONAL STAFF

Even if they will not be associated with the congregation next year, please list the names of all current professional staff members. Indicate if their position is full-time or part-time and their years of service with the congregation. Additional lines are provided for other staff positions, if applicable.

	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Rabbi Freedman	Full-time	16 years
ASSOCIATE RABBI	Rabbi Amy Cohen	Full-time	6
ASSISTANT RABBI			
CANTOR	Cantor Abby Gostein	Full-time	14 years
EDUCATOR	Jordan Magidson,	Full-time	2 years
ASSISTANT EDUCATOR			
ADMINISTRATOR	Patti Bridwell	Full-time	1 year
PROGRAM DIRECTOR			
YOUTH WORKER	Blossom Cohon	Full-time	4 years
EARLY CHILDHOOD EDUCATOR			
Director of Member Engagement	Jen Braham	Part-time	3 years
Communications Associate	Jennifer Kramer	Part-time	6 months
B'nai Mitzvah Coordinator	Kelly Finkel	Part-time	10 years

**Does the professional staff undergo a regular performance review process ? How often ?  
Please include a description of this process, especially as it applies to the educator.**

Our performance review cycle consists of four main sections. Other than the initial cycle (which will have a different sequence), the following iterations will look like this--

**1. Looking Back- Self-Evaluation (what you got done)**

*What was your progress in reaching your goals for the year?*

The staff member completes a self-review and sends it to the supervisor prior to the meeting.

**2. Current State (overall, how well you did)**

*How did you do overall? What does the path forward look like?*

The staff member and supervisor meet to discuss each section of the evaluation, highlighting key points, discussing questions, and summarizing conclusions. At the end of the meeting, the supervisor summarizes any overarching conclusions.

**3. Looking Ahead- Performance Goals (what you want to get done now)**

*What are the goals you and your supervisor think you should focus your time and attention?*

In collaboration with the supervisor, the staff member generates a handful of job-aligned goals that are specific, measurable, attainable, realistic, and timely and criteria for determining what it would look like if the goals were attained.

**4. Next Steps (now what)**

*What does the path forward look like?*

If there are specific areas where improvement or development work is needed, the supervisor and staff member will agree on a plan and then assess progress against this plan in the coming weeks and months.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	In hiring process	Full-time	
TO RABBI(S)	Marissa Wright	Full-time	1
TO CANTOR(S)	Marissa Wright	Full-time	1
TO ADMINSTRATOR	Maddie Pflueger	Full-time	1

NUMBER OF TEACHERS		SPECIALISTS	
# of total teachers	30	ART	
PRIMARY		COMPUTER	
INTERMEDIATE		DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?		LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)			

#### IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	7
CHAPEL	No	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	No
SANCTUARY / SOCIAL HALL COMBINATION	No	TEACHER RESOURCE CENTER	No
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	We rent space from the JCC Early Childhood Program.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?			

AGE of BUILDINGS:	SANCTUARY	6 years	SCHOOL	6 years	OFFICE AREA	6 years
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If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.  
 There are 5 different satellite locations that meet on Mondays throughout the city. Most of these are hosted by students' families.  
 We have approximately 50 students in satellite Hebrew.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	2000	and became a member of the URJ (UAHC) in	2000
The Shabbat prayer book used is	Mishkan T'fillah		
The High Holy Day <i>machzor</i> used is	Mishkan ha-Nefesh		
Has the Religious School received ARJE Accreditation ?	Yes	If yes, in what year ?	

What are the three primary goals of your congregation/institution?

- To promote worship, spirituality, lifelong education, personal growth and the nurturing and support of life-cycle events in a collaborative setting.

What are the congregation's/institution's strengths?

- Fostering enduring relationships and respect among our members.
- We promote social justice and tzedakah through programs that both support and advocate for those who are marginalized in our community.
- We express ruach through praying and learning together in a Reform Jewish context.
- We encourage congregants' participating in temple governance by actively soliciting members to apply their skills, talents and ideas to the growing needs of the temple.
- We celebrate the diversity of our membership.

What are the strengths of your informal youth programming?

- We have a strong participation level/excitement from our younger youth groups
- We think of the whole family when we schedule events
- For our high school programs, we partner with other youth groups in the area like the other Reform congregation and BBYO
- There are so many possibilities for our informal programming that the sky's the limit!

What three qualities in your Youth Engagement Coordinator are most important to the congregation/institution?

- Excited about youth and youth engagement.
- Detail oriented, highly organized and collaborative.
- Creative and energetic.

The three most important priorities of the congregation/institution's Youth Engagement Coordinator should be:

- Creating meaningful relationships with our students
- Increasing post b'nai mitzvah participation
- Determining the future of our high school informal programs

The single most important thing a Youth Engagement Coordinator needs to know about the congregation/institution is:

Lifelong education is a focus of our community. The growth in our formal and informal education programming, has been exciting and has allowed us to creatively offer different types of religious learning experiences to our congregation. We are constantly working to meet the needs of our learners of every age and are looking for someone to join our team of innovative educators.

The three most important issues facing the congregation/institution in the next five years will be:

- Managing growth
- Community Partnership
- Having a facility that will accommodate our growing community

## VI. INCUMBENT YOUTH ENGAGEMENT COODINATOR

Has the current Youth Engagement Coordinator been informed that the congregation / institution is in placement ?	Yes
On what date will the current Youth Engagement Coordinator relinquish his/her position ?	June 30, 2018

## VII. COMMUNITY ATTRACTIONS

General population of location	950,000	Total Jewish population	40,000
JEWISH INSTITUTIONS IN AREA	Most Jewish organizations can be found on the Dell Jewish Community Center		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		

<b>Central Jewish Education Agency</b>	<b>No</b>
<b>Jewish Day School (which grades)?</b>	<b>Austin Jewish Academy, K-8th</b>
<b>Other</b>	
<b>Majority of members' children attend public school, private school, or Jewish day school ?</b>	<b>Public school</b>
<b>Colleges, universities and music conservatories in the area include</b>	<b>University of Texas</b>
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b>	<b>Austin City Limits, South by Southwest, Austin Film Festival, Austin Jewish Film Festival, LBJ Library, Blanton Art Museum, Bullock Texas State History Museum, Zach Theater, UT Sports, San Antonio Spurs, Outdoor activities at Zilker Park and Lady Bird Lake</b>

## VIII. REMUNERATION

**INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.** The "Proposed Salary" section should read, for example, "\$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." PLEASE **DO NOT** WRITE "negotiable", or "open," or "not yet determined" with no numbers included. **Without this information, your position will not be included in the ARJE's placement listings. It is also highly recommended that you NOT list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE \$35,000-\$40,000

Percentage of pension (RPB) in addition to salary (15% recommended)

Length of original contract (two years recommended) 2 years

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	X	Moving Allowance		Books & Periodicals		Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition		Israel Trips	
		Regional URJ Gathering					
Other (please specify)	8 National holidays, 8 Jewish holidays and 22 day of PTO						

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service ? Yes

If "YES" please indicate which one and the title by which it is being listed Jedlab Jobs, JewishJobs, Indeed

### In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will

A	In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
B	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> ("The Blue Book"), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
E	On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
F	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

Name of person completing this form and position in congregation / institution Patti Bridwell, Temple Administrator

Signature

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Patti Bridwell	<b>POSITION</b>	Temple Administrator
<b>STREET ADDRESS</b>	7300 Hart Lane		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Austin, TX 78731		
<b>TELEPHONE NUMBER</b>	512-735-8900	<b>FAX</b>	
<b>E-MAIL</b>	admin@bethshalomaustin.org		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
Patti Bridwell: <a href="mailto:admin@bethshalomaustin.org">admin@bethshalomaustin.org</a> ;			
Jordan Magidson: <a href="mailto:jordan.magidsnon@bethshalomaustin.org">jordan.magidsnon@bethshalomaustin.org</a>			

IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT,  
PLEASE ENCLOSE A COPY